

Name		
Address		
City	State	ZIP+4
Phone # ()	Fax # ()	
Email address		
Company (optional)		

Free Contractor Training Day

TUMWATER

Registration Form

Friday January 16, 2015

Email, Mail or Fax a copy of registration form to:

Dept. of Labor & Industries

Attn: Julie Perales

PO Box 44400

Olympia, WA 98504-4400

Fax: 360-902-5292

Email: LniTraining@Lni.wa.gov

OR Call: 360-902-6366

Select one class in each time frame by checking the box.

Time	Room	Course Title	
7:30 – 8 a.m. Check-in and networking			
8 a.m.			
<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use and B&O	1 Hour 55 Minutes
<input type="checkbox"/>	Room S117	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	Room S118	Preparing Contracts and Warranties	
<input type="checkbox"/>	Room S119	Accident Prevention Plans / Safety	
<input type="checkbox"/>	Room S126	Government Contracting 101	
<input type="checkbox"/>	Room S129	Plumbing Code Training - Part 1	
<input type="checkbox"/>	Room S130	Manufactured/Mobile Home Installers Overview (Plus one class at 10am for 4 CEU's)	
10 a.m.			
<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use and B&O	2 Hour
<input type="checkbox"/>	Room S117	Asbestos Awareness	
<input type="checkbox"/>	Room S118	Surviving as a Subcontractor	
<input type="checkbox"/>	Room S119	Fall Protection	
<input type="checkbox"/>	Room S126	Advanced Government Contracting	
<input type="checkbox"/>	Room S129	Plumbing Code Training - Part 2	
<input type="checkbox"/>	Room S130	Everything You Wanted to Know About Your L&I Account	
12 p.m.	Lunch – on your own		
1 p.m.			
<input type="checkbox"/>	Auditorium	New Contractor Overview	55 Minutes
<input type="checkbox"/>	Room S117	Health Hazards in Construction – Part 1	
<input type="checkbox"/>	Room S118	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room S119	Jobsite Safety Set Up and Your Weeklies	
<input type="checkbox"/>	Room S126	Insurance Coverage and Bonds – What YOU Should Know	
<input type="checkbox"/>	Room S129	Electrical Licensing 101 (Required for Plumbing Industry CEU's)	
<input type="checkbox"/>	Room S130	Stay at Work	
2 p.m.			
<input type="checkbox"/>	Auditorium	Construction Contract Review Workshop	1 Hour 25 minutes
<input type="checkbox"/>	Room S117	Health Hazards in Construction – Part 2	
<input type="checkbox"/>	Room S118	Managing the Difficult Customer	
<input type="checkbox"/>	Room S119	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Room S126	Prevailing Wage	
<input type="checkbox"/>	Room S129	OMWBE Certification Overview	
<input type="checkbox"/>	Room S130	Managing Claims to Control Workers Comp Costs	
3:30 p.m.			
<input type="checkbox"/>	Auditorium	Effective Marketing For Contractors	1 Hour 25 minutes
<input type="checkbox"/>	Room S117	Common Legal Issues for Contractors	
<input type="checkbox"/>	Room S126	Advanced Prevailing Wage	
<input type="checkbox"/>	Room S129	Plumbing Contractors – Cert Requirements* (Required for Plumbing Industry CEU's)	

Please make a copy and bring a copy of this schedule to the training

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via:

☐ US Mail

☐ Email

☐ Bldg. Assoc.

☐ Website

☐ Gov. Office

☐ Other _____

**Classes will be located at
Dept. of Labor & Industries
7273 Linderson Way SW
Tumwater WA 98501**

☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Fee **\$48**

☐ **Yes, I will to attend the Code Training Part 1 & 2 for 4 hrs Plumbing Code CEU Fee **\$48**

☐ ***Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification

☐ # Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's Fee **\$52**



Free Training for Construction Contractors

Dept. of Labor & Industries
7273 Linderson Way SW
Tumwater WA 98501

When: Friday January 16, 2015

Check-in and networking begins at 7:30 a.m.

Don't miss out on this great training event register today!!

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractors*) Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Dept. of Labor and Industries.

Advanced Prevailing Wage (*Experienced contractors*) Advanced discussion of state prevailing wage law requirements. This workshop is intended for contractors that already have a solid foundation of knowledge of prevailing wage on public works requirements. The workshop focus will be on advanced topics with an open discussion of problems, issues and correct resolutions. We will have certain key topics prepared but will focus primarily on your questions and issues. Please bring your public works and prevailing wage questions and issues! Presented by Laura Herman, Dept. of Labor and Industries.

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All Contractors*) Learn the distinction between an "independent contractor" and a covered worker. In some cases, someone you consider an "independent contractor" is actually a worker who has legal protections that cannot be waived. If so, you may be an employer with "covered workers" under Washington workers' compensation law and not realize it. This overview will help you understand the necessary requirements for independent contractors about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Allen Thurston, Dept. of Labor and Industries.

Bidding, Estimating and the Bottom line (*New contractors*) The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

New Contractor Overview (*New contractors*) Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Jesse Jameson, Dept. of Labor and Industries.

Everything You want to know about your L&I Account (*Contractors with employees*) Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Roseann Collins and Chris Alcatraz, Dept. of Labor and Industries.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. Light duty" and return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Amy Earley Dept. of Labor and Industries.

State Taxes Sales, Use and B&O (*All contractors*) Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin and Jason Sayer Dept. of Revenue.

Fall Protection (*All Contractors*) Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite). Presented by James Szpek, Safety and Health Consultant, Dept. of Labor and Industries.

Accident Prevention Plans / Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Jim Szpek, L&I, Safety Consultant.

#Manufactured Housing Installer Overview (*Continuing Education Credit*) Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries. (**Please Note** - You must select one course at 10 am to obtain the 4 hours of required training to complete the needed CEU's)

*** Electrical Licensing 101** (*All contractors*) This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffrey, Dept. of Labor and Industries. (Plumber Industry Related CEU Course.)

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Dept. of Labor and Industries. (Plumbing Industry Related CEU course)

****Plumbing Code Training – Part 1 –** (*Continuing Education Credit*) Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Dept. Labor and Industries.

*****Plumbing Code Training – Part 2 –** (*Continuing Education Credit*) Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Dept. Labor and Industries.

Course Descriptions and Presenters, continued

OMWBE Certification Overview (*All Contractors*) The Washington State Office of Minority and Women's Business Enterprises is presenting this workshop for all small businesses interested in contracting with state government. The certification you may receive is used by buyers for state agency, educational institutions and transportation related projects. Learn the benefits of certification ... and you can bring your prepared application if you wish! (Fees for submitting an application may apply.) For more information prior to this event visit us at www.omwbe.wa.gov, or call a Certification Trainer 1-866-208-1064.

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Asst Safety Director for Associated General Contractors

Preparing Your Contract and Warranty (*All contractors*) Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by Linville Law Firm.

Surviving as a Subcontractor (*All contractors*) Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, and termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by Linville Law Firm.

Protecting Your Business and Your Customer (*All contractors*) The laws of Washington afford certain protections to your customers and those laws also require that you provide certain notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

Managing a Difficult Customer (*All contractors*) Learn how to recognize a difficult customer in advance and be prepared to deal with a difficult customer so at the end of the project the customer is happy with your work, and you receive full and final payment for your work. Learn how to manage your customer before and after you start work on the project. Learn the reasons why some builders are successful and are able to avoid legal problems with their customers, get the job done, and get paid for their work. . Presented by Linville Law Firm.

Advanced Government Contracting (*All Contractors*) This seminar will provide an overview of what you need to know when contracting on a publicly owned project, including bidding, contract drafting and legal issues specific to public projects. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

Insurance Coverage and Bonds – What YOU Should Know (*All Contractors*) Learn some of the differences in insurance policies and bond coverage. What's covered & what's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

Construction Contract Review Workshop (*All Contractors*) Bring your contract and or bid documents and we will review them in class to determine what works, what doesn't and why. Presented by Seth Millstein, Attorney, Pillar Law PLLC.

Common Legal Issues for Contractors (*All Contractors*) Learn about common legal issues and problems faced by contractors. This class will include a review of consumer notices required by law, typical construction contracting mistakes and how to avoid them, understanding personal liability issues and common pitfalls, etc. Presented by Sage Linn, Attorney, Impact Law PLLC.

Effective Marketing for Contractors (*All contractors*) Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

Asbestos Awareness: (*All contractors*) This course is for all trades persons who will conduct operations which may contact or disturb asbestos in buildings. It is intended to review the source and history of asbestos, and the health effects associated with asbestos exposure. We will discuss the regulations which limit the activities you may perform relating to asbestos. Finally, we will discuss recognizing damaged and deteriorated asbestos-containing materials. This course also requires that employees be made aware of the locations and quantities of asbestos materials in the building where they work. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

Health Hazards in Construction – Part 1 and Part 2: (*All contractors*) This course covers the regulations and departments that construction companies have to follow when their workers are exposed to lead, asbestos, silica or mold on the job site. Class covers basic PPE required, best practices, air sampling equipment required and decontamination procedures. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

Government Contracting 101 (*All Contractors*) Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Stephanie Scott, Washington Procurement Technical Assistance Center.

Stay At Work – Workers Comp Insurance Program (*Contractors with employees*) - Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Joyce Allen, Stay at Work Program Specialist, L&I

Department of Labor & Industries
Specialty Compliance Services
Attn: Julie Perales
PO Box 44400
Olympia WA 98504-4400

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Washington State Department of
Labor & Industries

Free Training for Construction Contractors In Tumwater on Friday January 16, 2015

- Want to learn how to **save money on Workers Comp premiums?**
- Do you need to **update your construction contract** or prevailing wage contracts?
- Would you like learn more about **state taxes, bonds and insurance?**
- Do you want to know more your **liabilities as a Contractor?**

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training to customer service issues.

The course has been approved for:

- **Plumbing Continuing Education Credit** – see our website for details and CEU fee.
<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360-902-4666.